

# M e m o r a n d u m

To: Panel Members Date: January 26, 2007

From: Dolores Kendrick, Manager Analyst: N. Weingart

Subject: One-Step Agreement for **SOUTHEAST AREA SOCIAL SERVICES FUNDING AUTHORITY (W2W)**

## **CONTRACTOR:**

- Multiple Employer: Grant Recipient
- Training Project Profile: Job Creation: Training Of Unemployed Workers
- Legislative Priorities: Promotion of California's Manufacturing Workforce  
Displaced Workers and CalWORKS Recipients
- Type of Industry: Manufacturing
- Repeat Contractor: No
- ETP Trainees Represented by Union: No
- Name and Local Number of Union Representing ETP Trainees: N/A

## **CONTRACT:**

- Program Costs: \$102,000
- Substantial Contribution: \$0
- Multiple Employer Support (8%) \$6,510
- Total ETP Funding: \$108,510
- Total In-kind Contribution: \$0
  - *Trainee Wages Paid During Training:* \$0
  - *Other Contributions:* \$0
- Reimbursement Method: Fixed-Fee
- County(ies) Served: Los Angeles, Orange, Ventura, Riverside, San Bernardino
- Location of Training: 100% Center Based; 0% Employer Site

## **INTRODUCTION**

The Southeast Area Social Services Funding Authority (SASSFA), a workforce development program, is eligible to contract with ETP under Unemployment Insurance Code 10205(c)(4) as a WIA grant recipient. SASSFA is requesting ETP funds to conduct a new hire training program for unemployed workers who are either collecting unemployment insurance or who have exhausted a claim within the past 24 months; and for unemployed CalWORKS recipients who are either eligible for or receiving CalWORKS benefits at the start of training, or have been receiving benefits within a year of the start of training. Individuals will be trained and placed into various manufacturing jobs in the machine trades industry.

## **MEETING ETP GOALS AND OBJECTIVES**

The SASSFA proposes training that will further the following ETP goals and objectives:

- 1) Train and place displaced workers.
- 2) Support training for priority industries in California.
- 3) Support training for CalWORKS recipients or recent exhaustees.

### **TRAINING PLAN TABLE**

<b>Grp/Trainee Type</b>	<b>Types of Training</b>	<b>No. Retain</b>	<b>No. Class/Lab Videocnf. Hrs.</b>	<b>No. CBT Hrs.</b>	<b>Cost Per Trainee</b>	<b>Hourly Wage After 90 Days</b>
New Hire Job Number 1	MENU: Manufacturing Skills Literacy Skills	24	108-200	0	\$3,617 average	*\$10.81 - \$22.00
New Hire W2W Job Number 2	MENU: Manufacturing Skills Literacy Skills	6	108-200	0	\$3,617 average	*\$10.81 - \$22.00
<b>Wages After 90-Day Retention</b>						
<b><u>Occupation</u></b>						
Machinist Tool & Die Maker CNC Machine Operator						
<b><u>Health Benefits Used To Meet ETP Minimum Wage:</u></b> *Health benefits will vary by employer and may be applied to the base wage in order to meet the ETP minimum wage of \$11.26 per hour for Los Angeles and Orange Counties; \$10.94 per hour for Ventura County; and \$10.81 per hour for Riverside and San Bernardino counties.					<b><u>Turnover Rate</u></b> N/A	<b><u>Percent of Managers &amp; Supervisors To Be Trained:</u></b> N/A
<b><u>Other Employee Benefits:</u></b> Other employee benefits will vary by employer.						

### **COMMENTS / ISSUES:**

➤ ***Frontline Workers***

All participants in this project will meet the Panel definition of frontline workers under Title 22 California Code of Regulations, Section 4400(ee).

➤ ***Production During Training***

The proposed Contractor agrees that during ETP-funded training hours, trainees will not produce products or provide services which will ultimately be sold.

➤ ***Other Public Funds***

Co-enrollment of trainees in the WIA program will provide funds for transportation, childcare, uniforms, and other ancillary support services that are not funded by ETP.

### **RECOMMENDATION:**

Staff recommends that the Panel approve this proposal because this program will train and place unemployed individuals and CalWORKs eligible trainees into good paying jobs with the prospect of long-term job security.

### **NARRATIVE:**

The Southeast Area Social Services Funding Authority (SASSFA), established in 1979, has been a long-term workforce development program provider under the CETA, JTPA, and now WIA program for the County of Los Angeles. SASSFA currently operates the one-stop WorkSource Center in Santa Fe Springs to meet the needs of job seekers and businesses within its service area of Pico Rivera, Santa Fe Springs, Whittier, La Mirada, Paramount and adjacent unincorporated areas of Los Angeles County. The Center also administers special programs for many distinct client groups including dislocated workers, CalWORKS participants, low-income individuals, seniors, and youth. The Center's goal is to provide social, economic development, educational, employment, and business services to people of all ages to enhance the lives and livelihood of the community.

According to the SASSFA representative, a large number of machining industry jobs currently exist and will increase in the near future due to expanding business in several manufacturing sectors and a surge in baby boomer retirements. SASSFA staff states that workers with a thorough background in machine operations, exposure to a variety of machines and equipment, and a good working knowledge of metals and plastics are in demand by many companies in the local labor market. To fill employer needs for skilled machinists, tool and die makers, and CNC machine operators, SASSFA has aligned itself with Cerritos College to develop an accelerated **Manufacturing Skills** training program to update the vocational skills of experienced machinists and machine operators who have been displaced from prior jobs. In addition to job-specific courses, a Vocational English as a Second Language (VESL) curriculum has been designed to improve communication skills, job skills, and enhance employability of those with limited English-speaking ability.

**NARRATIVE:** (continued)

Manufacturing Skills training will take place on the Cerritos College campus; VESL training will be given at the SASSFA facility. There will be two instructors per class to provide individual assistance and mentoring to trainees who may need additional help updating their skills. In addition, trainees will be required to attend several SASSFA-funded workshops in On-Line Job Search, Interviewing Skills, and Resume Writing, and will have the option to attend a bilingual Intro to Computers workshop.

***Trainee Recruitment and Job Placement***

SASSFA will recruit and screen eligible trainees that have been pre-assessed (for math and reading levels and current job skills) by Cerritos College, and will conduct orientations to find interested applicants. The majority of trainees will be recruited by mail from the Rapid Response Unit database, from CalWORKS recipient files, and from WIA participants. Cerritos College also recruits twice yearly for Fall and Spring semester classes. SASSFA and Cerritos College will work together to secure job placement after completion of training. A SASSFA job developer has been assigned specifically to the ETP program. Trainees may also use the WorkSource Center and Cerritos Job Placement Center to network, use computers with Internet access, use fax machines, copiers, phones, and get referrals to other community services. Special services for veterans and people with disabilities are available.

***Marketing and Employer Demand***

The Contractor's representative states that SASSFA has a twenty-seven year successful track record of providing professional recruitment, prescreening, assessment, and follow-up retention services to small, mid-size and large companies. In addition to its reputation for high performance in the business community, SASSFA has direct access to industry professionals and key executives through its membership in the Chambers of Commerce of the cities it serves, and through its association with the County of Los Angeles, the Employment Development Department, the Department of Public Social Service, and the Department of Vocational Rehabilitation. SASSFA also has an Employer Advisory Panel that assists in recommending and developing services to meet the needs of the community.

SASSFA currently has several jobs available in the machine trades directly from local area employers, and is working with the International Association of Machinists District Lodge 947 to identify additional positions. SASSFA hosts a Small Business Development Center representative two days a month doing outreach, workshops, and seminars for employers, which helps create job leads. In conjunction with this, Cerritos College maintains an employer database and receives weekly requests from manufacturers who are experiencing difficulties filling vacancies.

According to the Director of Economic Development at Cerritos College, given the need, manufacturing companies are in constant contact to recruit students. On average, Cerritos' students receive multiple offers and manufacturers often await future training classes in order to

**NARRATIVE:** (continued)

interview students. All Cerritos students that have been involved in the accelerated program such as the one proposed under ETP have been given job offers at the completion of training. To date, the College has placed over 32 students through this accelerated program.

***Curriculum Development***

SASSFA works closely with its educational partners (Cerritos College, Rio Hondo College, and Cal State Long Beach) to develop, customize, and monitor training curricula to meet employers' needs. For this proposal, Cerritos College has developed a curriculum based on ongoing partnerships with employers and feedback from manufacturing advisory groups.

Staff reviewed hundreds of job descriptions to create a curriculum that will benefit both employers and employees. The College has also taken into consideration the Training, Other Qualifications, and Advancement section of the U.S. Department of Labor Occupational Outlook for 2004-14 to ensure that they provide the most up-to-date skills.

Cerritos College staff designed the Manufacturing Skills curriculum to provide modern machine tool set up and operation techniques that will augment and update trainees' existing knowledge of conventional and automated process techniques. Course work will include complex geometric inspection techniques, advance lathe and mill setup, materials science, computer-aided process planning, numerical control programming, and CNC machining. VESL training will integrate English and vocational content so that workers with limited English-speaking ability can understand their jobs in an English-speaking environment, improve their communication skills, and work more efficiently and independently.

After trainees are placed, employers will be afforded the opportunity to provide written and verbal feedback on trainee skills and curriculum relevance.

***Welfare to Work Population***

The project spokesperson stated that during the last 20 years, SASSFA has been successful preparing welfare families for work. SASSFA has partnered with local school districts to provide vocational training and ESL to welfare parents for jobs in demand occupations. SASSFA has operated a Welfare-to-Work program for three years and has trained and placed over 300 parents in unsubsidized employment with an average 79% retention rate. SASSFA recently conducted a 3-year Mini-Career Center specifically designed to assist welfare parents; this was subsequently incorporated into the Adult and Dislocated programs.

The Contractor's representative states that for this program, SASSFA will recruit unemployed CalWORKS trainees with a background and prior experience in the machine trades. Cerritos College is prepared to work one-on-one with any trainees who require additional attention due to their length of time away from the labor market.

### **SUBCONTRACTORS**

Cerritos Community College in Norwalk, California will provide all training in connection with this proposal, as well as support services. By contractual arrangement between Cerritos and SASSFA, ETP funds will be used to pay for said services in the amount of approximately \$102,000.

### **THIRD PARTY SERVICES:**

N/A

**SOUTHEAST AREA SOCIAL SERVICES FUNDING AUTHORITY**

**MENU CURRICULUM**

Class Lab Hours  
108 - 200

Trainees will receive any of the following:

**MANUFACTURING SKILLS**

- Complex geometric inspection techniques
- Advanced lathe and mill setup and operation
- Materials science
- Computer-aided process planning
- Numerical control programming for machine tools
- Develop CNC machine tool to make manufactured parts
- Develop, Input, and proof CNC programs

**LITERACY SKILLS\***

Vocational English as a Second Language (VESL)

- English vocabulary for general manufacturing skills
- Addressing safety issues within a manufacturing setting
- Communication and teamwork skills
- Ask and answer questions about manufacturing

\*Total VESL training hours shall not exceed 45% of a trainee's job-specific training hours.

Comment: The parties agree that the training identified in this Curriculum may be revised from time-to-time during the term of this Agreement at the request of Contractor and with the prior written approval of ETP. (See also Section 12 in this Agreement.)